

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA**

202 U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415
(612) 664-5026

Richard D. Sletten, Clerk of Court
Wendy S. Osterberg, Chief Deputy Clerk

**NOTICE TO APPLICANTS FOR THE POSITION OF
UNITED STATES MAGISTRATE JUDGE
AND INSTRUCTIONS FOR FILING APPLICATION**

By filing the official application form by 5:00 p.m. Central Time, on Friday, February 26, 2010, applicants will be considered for the U.S. Magistrate Judge position in Duluth. A Merit Selection Panel appointed by the Court will recommend a list of five applicants it finds best qualified, and the Court will interview and appoint from the list provided by the Panel.

Applicants must complete the official application form provided by the Clerk of the U.S. District Court. The original and 9 copies of the completed official application form and all attachments thereto must be received by the Clerk at the address listed in this letterhead no later than 5:00 p.m. on **Friday, February 26, 2010**. Applications must be typed and delivered or mailed to the Clerk of Court in a sealed envelope marked "Personal and Confidential; Attn: Merit Selection Panel." Filing by facsimile, disk, e-mail, or any format other than the actual official application form provided by the Clerk is not permitted.

Individuals selected for a Panel interview may be required to appear on unavoidably short notice. Following the Panel interviews, the Panel will compile a list of five candidates it feels are best qualified and submit that list to the Judges of the U.S. District Court for the District of Minnesota.

The procedures to be followed by the Merit Selection Panel prohibit ex parte communications between applicants or potential applicants and members of the Panel. Letters in support of applicants, although not required or encouraged by the Panel, and any other written or oral communications regarding an applicant must be directed to the Panel in care of the Clerk of Court who will provide copies to all Panel members. If the Panel wishes to contact former employers, colleagues, or individuals other than those listed by an applicant as references; the applicant's approval will be obtained in advance by the Clerk.

The current salary of this position is \$160,080 per year. U.S. Magistrate Judges are appointed for a term of eight years, and may be re-appointed to successive terms.